

NCR-21

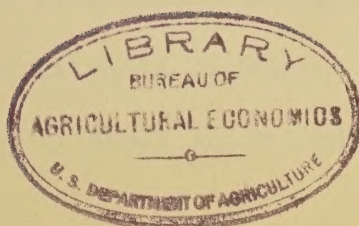
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1936 AGRICULTURAL CONSERVATION PROGRAM - NORTH CENTRAL REGION

INSTRUCTIONS RELATIVE TO COMPILING STA-
TISTICS FROM APPLICATIONS FOR PAYMENT
AND RELATED FORMS

FOR USE OF COUNTY AND STATE COMMITTEES



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GENERAL

There will be established in each State office in the North Central Region a section to be known as the Statistics Section. The function of this Statistics Section will be the performance of necessary statistical work in connection with the Agricultural Conservation Program in such State. The work in the Statistics Section will be done under the supervision of the statistician for the State Agricultural Conservation Committee.

In addition to the duties already being performed by such statistician, he shall obtain statistics relating to the applications for payment received in the State office in connection with the 1936 Agricultural Conservation Program. The statistics to be obtained and the manner in which they shall be obtained are set forth in Part I hereof.

PART I. STATISTICS RELATIVE TO APPLICATIONS FOR PAYMENT

The personnel of the Statistics Section shall consist of statistical clerks and computing clerks. Statistical data will be obtained from NCR-11 and from the copies of NCR-14, NCR-16, and NCR-18. Such data will be listed by minor civil divisions and counties on Form NCR-19 and by counties on Form NCR-19a. Form NCR-19 will be used to record data taken from NCR-11 and from NCR-6, and NCR-19a will be used to record data taken from NCR-14, NCR-16, and NCR-18. Data taken from NCR-14, NCR-16, and NCR-18 shall be recorded on separate sheets. All acreage figures on Form NCR-19 shall be recorded in whole numbers. All fractions of an acre in excess of five-tenths (0.5) shall be considered as a whole acre. All

Let f be a function from X to Y .
Let A be a subset of X .
Let B be a subset of Y .
Let C be a subset of X .
Let D be a subset of Y .

fractions of an acre less than five-tenths (0.5) shall be disregarded. If the fraction of an acre is five-tenths (0.5) and the figure preceding the decimal point is an odd figure, the fraction (0.5) shall be regarded as a whole acre. If the fraction is five-tenths (0.5) and the figure preceding the decimal point is an even figure, disregard the fraction (0.5). For example,

<u>If the number on Form NCR-11 is</u>	<u>Enter on Form NCR-19</u>
98.7	99
98.4	98
99.5	100
98.5	98

I. Instructions to Statistical Clerk.

1. Instructions for recording data on Form NCR-19.

- (a) When Forms NCR-11 are received, prepare NCR-19 by entering in the upper right-hand corner the names of the State and county, and in the space following the words "State and county code" enter the name of the minor civil division instead of the State and county code. Number the sheets in each minor civil division consecutively. Enter the name of the person transferring the data from Form NCR-11 immediately below the words "Sheet No."
- (b) Enter the work sheet number in column 1 of NCR-19.

(c) Transfer entries from NCR-6 to NCR-19 for the farms whose work sheet numbers are shown in column (1) of NCR-19 as follows:

- (1) Strike the heading in the box above column (39) of NCR-19 and enter in such box the words "Land in farm", and enter in such column (39) of NCR-19 the entry in column (4) of NCR-6.
- (2) Strike the heading in the box above column (40) of NCR-19 and enter in such box the words "S.D. acreage reported", and enter in such column (40) of NCR-19 the entry in column (10) of NCR-6.
- (3) Strike the heading in the box above column (41) of NCR-19 and enter in such box the words "Idle land reported", and enter in such column (41) of NCR-19 the sum of the entries in column (21) of NCR-6.

Note:--These cross-additions should be made prior to the preparation of NCR-19 and recorded in any blank column of NCR-6. Considerable time will be saved if such additions are made for all the lines of NCR-6 at times when clerks in the State office are not needed for other work.

- (4) Enter in the box above column (42) of NCR-19, the words "cultivated fallow reported," and enter in such column (42) of NCR-19 the entry in column (22) of NCR-6.
- (5) Enter in the box above column (43) of NCR-19 the words "crop land reported," and enter in such column (43) of

(1) The purpose of this report is to provide information on the results of the study.

The study was conducted in order to determine the effect of the treatment on the response.

Results

The results of the study are presented in the following table.

The data were analyzed by the method of least squares.

The results of the analysis are given in the following table.

Table 1

The results of the study are presented in the following table.

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Table 2

The results of the study are presented in the following table.

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Table 3

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Table 4

The results of the study are presented in the following table.

The data were analyzed by the method of least squares.

NCR-19 the sum of the entries in columns 10, 17, 18, 19, 20, 21, 22, and 23 of NCR-6.

- (6) Enter in the box above column (44) of NCR-19 the words "other plowable pasture reported," and enter in such column (44) of NCR-19 the entry in column (24) of NCR-6.
- (7) Enter in the box above column (45) of NCR-19 the words, "wild hay reported," and enter in such column (45) of NCR-19 the entry in column (25) of NCR-6.

- (d) Transfer the entries in Table I of NCR-11 to NCR-19, as follows:

<u>Table I - NCR-11</u>	<u>Form NCR-19</u>
(1) Transfer 1(b) to	Column 2
(2) " 1(c) "	" 3
(3) " 2(c) "	" 4
(4) " 3(c) "	" 5
(5) " data for any other important soil depleting crop in the county to " The entry, if any, to be made in column 6 may be determined upon by consultation with the fieldman for the North Central Division of the A.A.A.	" 6
(6) Transfer 15(b) to	Column 7
(7) " 15(c) "	" 8
(8) " 18(c) "	" 9
(9) " 19(c) "	" 10
(10) " data for any other important soil conserving crop in the county to " The entry, if any, to be made in column (11) may be determined upon by consultation with the fieldman for the North Central Division of the A.A.A.	11

- | | | |
|------|----------------------|---|
| (11) | Transfer 25(c) to | Column 12 |
| (12) | " 28(b) " | " 13 |
| (13) | " 13(c) and 14(c) to | Column 15, 17, 19,
or 21, whichever is
applicable |

Table II - NCR-11

Form NCR-19

- | | | |
|-----|------------------|-----------|
| (1) | Transfer 1(b) to | Column 14 |
| (2) | " 2(b) " | " 16 |
| (3) | " 3(b) " | " 18 |
| (4) | " 4(b) " | " 20 |
| (5) | " 5(b) " | " 22 |
| (6) | " 5(c) " | " 23 |

(e) Strike the headings of any four of columns (14) to (21), inclusive, which will not be needed to record data with respect to the special bases shown in such columns. For example, in Iowa strike the headings of columns (14) to (17); in Indiana strike the headings of columns (16), (17), (20), and (21). Enter in place of the stricken headings the words "S.D. Idle 1935", "S.D. Idle 1936", "Neutral Idle 1935", and "Neutral Idle 1936" and enter in the columns thus headed items 16(b), 16(c), 27(b), and 27(c), respectively, of Table I.

(f) Transfer the entries from columns (b) and (c) of Table III of NCR-11 to columns 27, 28, 29, 30, 31, etc. of NCR-19. Use a separate column of NCR-19 for each different soil building practice in the county.

- (g) Do not make any entries on the last line of any sheet of NCR-19 nor on the first line of any sheet of NCR-19, except the first sheet in each minor civil division. These lines are to be used for subtotals.

2. Instructions for Recording Data on Form NCR-19a.

- (a) The data from Forms NCR-14, 16 and 18 shall be compiled by counties without regard to minor civil divisions. Upon receipt of Forms NCR-14, 16, and 18, prepare Form NCR-19a by entering in the upper right-hand corner the names of the State and county, and the sheet number.

Enter the name of the person transferring the data from Form NCR-14, NCR-16, and NCR-18 in the upper right-hand corner of NCR-19a immediately under the words "Sheet No.".

- (b) Enter the words "Single Farms" to the right of the sheet title on the sheets used for the recordation of data from NCR-14 and transfer the entries on Form NCR-14 to such Form NCR-19a as follows:

<u>Form NCR-14</u>	<u>Form NCR-19a</u> <u>Single Farms</u>
(1) Transfer the application serial number to	Column 1
(2) No entry	" 2
(3) " "	" 3
(4) Transfer 14(a) to	" 4
(5) " 14(b) "	" 6
(6) " 14(c) "	" 8
(7) " 14(d) "	" 10

(8)	Transfer 14(e) to	Column 12
(9)	" 14(f) "	" 14
(10)	" 18(f) "	" 16
(11)	" 21(f) "	" 18
(12)	" 22(f) "	" 21
(13)	" 27(f) "	" 23
(14)	" The entry to the left of 32(f) to	" 24
(15)	Transfer the entry to the left of 31(f) to heading such column "Class I Payment".	25
(16)	" 30(f) "	" 30
(17)	" 31(f) "	" 26
(18)	" 33(f) "	" 27

- (c) Enter the words "Multiple Farms" to the right of the sheet title on the sheets used for the recordation of data from NCR-16 and transfer the entries on Form NCR-16 to such Form NCR-19a as follows:

<u>Form NCR-16</u>	<u>Form NCR-19a</u> <u>Multiple Farms</u>
(1) Transfer the application serial number to	Column 1
(2) Transfer number of "Application Farms" to (count number shown on Part I)	" 2
(3) Transfer number of "Non-Application Farms" to (count number shown on Part I)	" 3
(4) Transfer item 2 Part VIII to	" 5
(5) " " 3 " " "	" 7
(6) " " 4 " " "	" 9
(7) " " 5 " " "	" 11

- | | | | |
|------|---|---------------------|-----------|
| (8) | Column | item 1 Part VIII to | 13 |
| (9) | " | " 6 " " " | " 15 |
| (10) | " | " 7 " " " | " 17 |
| (11) | " | " 16 " " " | " 19 |
| (12) | " | " 22 " " " | " 20 |
| (13) | Transfer item 2 column (m) Part VII to | | Column 22 |
| (14) | Transfer item 9 Part VIII to | | " 24 |
| (15) | Transfer the entry to the left of
item 9 Part VIII to
heading such column "Class I Payment" | | " 25 |
| (16) | Transfer item 23 Part VIII to column 26. | | |
| (17) | Transfer item 25 Part VIII to column 27. | | |
- (d) Enter the words "Share-Cropper Farms" to the right of
the sheet title on the sheets used for the recordation of
data from NCR-18 and transfer the entries from Form NCR-18
to such Form NCR-19a, as follows:
- (1) If the block number appears in column (a) of Form
NCR-18 opposite the name of an applicant, do not
enter on Form NCR-19a for "Share-Cropper Farms"
any of the entries appearing on Form NCR-18 opposite
the name of such applicant. The entries for such
applicant will already have been recorded from
Form NCR-16.

Form NCR-18

Form NCR-19a
"Share-Cropper Farms"

- | | | |
|-----|--|----------|
| (2) | Transfer the application
serial number to | Column 1 |
| (3) | No entry | " 2 |
| (4) | " " | " 3 |

(5)	Transfer column	(d)	Part IV to	Column 5
(6)	"	(f)	" " "	" 7
(7)	"	(h)	" " "	" 9
(8)	"	(j)	" " "	" 11
(9)	"	(l)	" " "	" 13
(10)	"	(m)	" " "	" 15
(11)	"	(o)	" " "	" 17
(12)	"	(t)	" " "	" 19
(13)	"	(n)	Part III to	" 22
(14)	"	(o)	" " "	" 24
(15)	"	(v)	Part IV to heading such column "Class I Payment"	" 25
(16)	Transfer column	(u)	Part IV to	" 26
(17)	"	(w)	" " "	" 27

(e) Do not make any entries on the last line of any sheet of Form NCR-19a nor on the first line of any sheet except the first sheet.

3. When the data have been compiled from Forms NCR-11, the words "data recorded" shall be stamped across the face of each of such forms in a conspicuous manner so that such data will not be recorded more than once.
4. When the data have been recorded from Forms NCR-11, file such forms in the Statistical Section by work sheet numbers, by minor civil divisions, and by counties.
5. When the data have been recorded from Forms NCR-14, NCR-16, and NCR-18, stamp on such forms "data recorded." Forward Forms NCR-14, NCR-16, and NCR-18 to the file clerk in the

Receiving and Files Unit of the Application for Payment
Section.

6. When Forms NCR-19 have been referred to the computing clerk and the appropriate totals entered thereon, prepare a summary listing sheet for each county, showing the totals for each minor civil division. This summary statistical listing sheet should be referred to the computing clerk so that the totals for the county may be inserted thereon.
7. If, as a result of a suspension in the General Accounting Office, the computations in connection with an application have been changed, delete the entries on Form NCR-19a for the original computations and substitute for such entries the corrected figures shown on the revised computation sheet.

II. Instructions to Computing Clerk.

1. Instructions for making computations on NCR-19.
 - (a) Column 24 shall be obtained by multiplying column 22 by column 23.
 - (b) Column 25 shall be obtained by subtracting from column 7 the sum of the entries in columns 14, 16, 18, and 20. In summing such entries do not include any items in such columns for which the column heading has been changed.
 - (c) Column 26 shall be obtained by adding the entries in column 8 and in the column headed "S.D. Idle 1936" and subtracting therefrom the sum of the entries in columns 15, 17, 19, and 21. In summing such entries do not include any items in such columns for which the column heading has been changed.
 - (d) Obtain and enter on the last line of the first sheet a subtotal for such sheet for every column except column 1.

The total for column 1 shall be the number of work

sheets listed on the sheet. Enter such totals on the first line of the second sheet and repeat the procedure until minor civil division totals are obtained.

- (e) When the minor civil division totals have been listed on a county summary sheet, obtain county totals for each column.

2. Instructions regarding computations on NCR-19a, Single Farms.

- (a) Column 5 shall be obtained by multiplying column 4 by column 30.
- (b) " 7 " " " " " " .6 " " 30.
- (c) " 9 " " " " " " 8 " " 30.
- (d) " 11 " " " " " " 10 " " 30.
- (e) " 13 " " " " " " 12 " " 30.
- (f) " 15 " " " " " " 14 " " 30.
- (g) " 17 " " " " " " 16 " " 30.
- (h) " 19 " " " " " " 18 " " 30.
- (i) " 22 " " " " " " 21 " " 30.
- (j) " 24 " " " " " " 23 " " 30.
- (k) Enter in column 1 on the last line of the first sheet of Form NCR-19a for single farms, the total number of Forms NCR-14 listed on such sheet.
- (l) Enter in column 1 on the last line of the first sheet of Form NCR-19a for multiple farms the total number of Forms NCR-16 listed on such sheet.
- (m) Obtain and enter on the last line of the first sheet a separate total for each sheet of Form NCR-19a for columns 2, 3, 5, 7, 9, 11, 13, 15, 17, 19, 20, 22, 24, 26, 27, 28, and 29.
- (n) Enter such totals on the first line of the second sheet of Forms NCR-19a for single farms, multiple farms, and sharecropper farms, respectively, and repeat the procedure until totals for all the single farms, all the multiple farms, and all the sharecropper farms in a county are obtained.
- (o) When such totals have been obtained, list such totals on a summary sheet for the county and obtain county totals for each column.

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